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*Handwritten:*  
Harris  
Jones

15 May 1970

MEMORANDUM FOR: [REDACTED]

SUBJECT : Printing of SIPS Forms by December 1970

1. On Friday, May 8, [REDACTED] informed [REDACTED] that if the SIPS Forms for the new payroll system are to be in all field stations on 1 January 1971 his final drafts will have to be in our hands by 1 August 1970. This will provide for the following time frame to cope with this major project and the rest of the Agency forms requirements at that time:

1 August: Forms Management Processing

Layout and Preparation

Printing Specifications

1 September: Logistics Procurement

Bids for Commercial Printing

(None of the forms can be printed in house)

15 September: Commercial Printing Procedure

Receipts of Drafts

Make-up

Proofs (preparation and delivery)

Proof (approval and return)

Printing

Advance Copies

Packaging and Shipping

Receiving Procedure [REDACTED]

1 December: Warehouse Procedure

Repackage for Shipping Overseas

Ship to all Stations

1 January: Forms Received at Field Stations

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2. The remaining two and one-half months until August do not seem to be sufficient time to complete all of the necessary forms design and re-design work in SIPS and to obtain approval from the Director of Finance plus the coordination and approval in DDP for the overseas forms. Either the January deadline must be postponed or the forms design and coordination accelerated.

3. [REDACTED] has been sending rough drafts of payroll system forms to our staff since the latter part of 1968 and we have been preparing a facsimile product. To date we have prepared 15 payroll forms and have had 25 to 50 proof copies printed by Printing Services Division. He is now working on further revisions and intends to request new proof copies of the forms prior to their coordination and final acceptance. These semi-final revisions have not been received in Forms Management as of this writing.

[REDACTED]  
CIA Records Administration Officer

Distribution:

Orig and 1 Addressee  
1 RAB File  
1 FMB File

DDS/SSS/RAB [REDACTED] baf (15 May 70)

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